

Record Set

Department of the Army  
Headquarters, U.S. Army  
Industrial Operations Command  
Rock Island, IL 61299-6000

\*IOC Regulation 360-1

22 JAN 1996

Army Information

PUBLIC AFFAIRS

---

Applicability. This regulation applies to all Headquarters, Industrial Operations Command (HQ, IOC) elements and subordinate installations and activities.

Decentralized Printing. All IOC installations are authorized to reproduce this regulation locally.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Commander, HQ, IOC, ATTN: AMSIO-EA, Rock Island, IL 61299-6000.

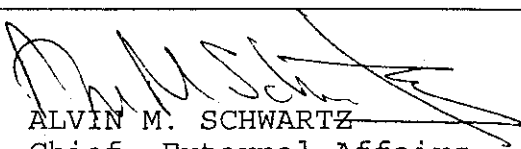
Suggested Improvements. The proponent of this regulation is the HQ, IOC External Affairs Office. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSIO-EA, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made IAW requirements submitted by IOC organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP).

---

FOR THE COMMANDER:

Official:

  
ALVIN M. SCHWARTZ  
Chief, External Affairs

---

Contents

Paragraph Page

Chapter 1.	INTRODUCTION		
	Purpose -----	1-1	3
	References -----	1-2	3
	Responsibilities -----	1-3	3

---

\* This regulation supersedes IOC Regulation 360-1, 15 Aug 95. The text of chapters 1-3 are unchanged from the earlier version. Chapter 4, Internet, is new.

ContentsParagraph Page

Chapter 2.	POLICIES		
	Department of Defense		
	Principles of Information -----	2-1	5
	Maximum Disclosure, Minimum Delay	2-2	6
	Public Affairs/Function of Command -	2-3	6
	Chain of Command -----	2-4	6
Chapter 3.	PROCEDURES		
	Command Information -----	3-1	8
	Public Affairs Guidance on		
	Surety Matters -----	3-2	8
	Political Activities -----	3-3	11
	Charitable Organizations -----	3-4	13
	Clearance Procedures -----	3-5	13
	Public Information -----	3-6	14
	Career Program Management -----	3-7	16
	Chain of Command Photographs -----	3-8	16
Chapter 4.	INTERNET		
	Definition -----	4-1	18
	General Policy -----	4-2	18
	Responsibilities -----	4-3	18
	Guidance -----	4-4	19
	Defense Policy -----	4-5	22
Appendix A.	References -----		23
Appendix B.	Supersessions -----		24

## Chapter 1

### INTRODUCTION

#### 1-1. Purpose.

This regulation prescribes the following:

- a. Public Affairs objectives, principles, and procedures.
- b. Policies and procedures on review, clearance, and release of information to the public.
- c. Authority and responsibility to plan and conduct public affairs activities.

#### 1-2. References.

Required and related publications are listed in Appendix A.

#### 1-3. Responsibilities.

a. The HQ, IOC Chief of External Affairs is responsible to the Commanding General (CG), IOC for the public affairs activities of HQ and its subordinate elements. The HQ, IOC External Affairs Office will:

(1) Monitor and provide guidance on public affairs programs throughout IOC.

(2) Coordinate public affairs activities with U.S. Army Materiel Command (AMC) Public Affairs as necessary to accomplish the command's public affairs mission.

b. Each commander of an IOC installation or activity is responsible for public affairs activities at his or her installation or activity. Each IOC Commander will:

(1) Initiate Memoranda of Understanding with tenant units on installations to outline responsibilities and relationships in public information, community relations and command information. (Note: the Capstone Memorandum of Agreement between IOC and the Chemical and Biological Defense Command (CBDCOM) will contain general public affairs guidance relative to the chemical program and will be supplemented by site-specific agreements between the IOC installation commander and the CBDCOM chemical activity commander.)

(2) Designate a local spokesperson for matters pertaining to his or her command and local area of responsibility.

22 JAN 1996

(3) Plan, implement, and carry out activities within their community relations areas.

(4) Establish command information programs to make information available to all pertinent audiences.

## Chapter 2

## POLICIES

2-1. Department of Defense (DoD) Principles of Information. On 1 December 1983, the Secretary of Defense established the DoD Principles of Information. These principles have been validated by each successive Secretary and are fundamental to the IOC public affairs mission. They state:

It is the policy of the Department of Defense to make available timely and accurate information so that the public, Congress, and members representing the press, radio, and television may access and understand the facts about national security and defense strategy.

Requests for information from organizations and private citizens will be answered responsively and as rapidly as possible. In carrying out this policy, the following Principles of Information will apply --

Information will be made fully and readily available, consistent with statutory requirements, unless its release is precluded by current and valid security classification. The provisions of the Freedom of Information Act (FOIA) will be supported in both letter and spirit.

A free flow of general and military information will be made available without censorship or propaganda, to the men and women of the Armed Forces and their dependents.

Information will not be classified or otherwise withheld to protect the government from criticism or embarrassment.

Information will only be withheld when disclosure would adversely affect national security or threaten the safety or privacy of the men and women of the Armed Services.

The Department's obligation to provide the public with information on its major programs may require detailed public affairs planning and coordination within the Department and with other government agencies. The sole purpose of such activity is to expedite the flow of information to the public; propaganda has no place in Department of Defense public affairs programs.

22 JAN 1996

2-2. Maximum Disclosure, Minimum Delay. This phrase summarizes the principles of information. The policy of this command is to provide information to reporters that would be available through the Freedom of Information Act (FOIA) without forcing them to submit a formal FOIA request.

2-3. Public Affairs/Function of Command.

a. The success or failure of public affairs efforts depends upon the involvement and support of the commander. The term "public affairs office" (PAO) as used throughout this regulation refers to the office that performs the public affairs function. At HQ IOC, it is the External Affairs Office. At depots and arsenals, it is the PAO. At other facilities, such as ammunition plants, it may be the commander or someone else designated to perform that function.

b. Only the commander and the PAO are authorized to act as official spokesperson for the command. The PAO, as a member of the commander's personal staff, is charged with external communications responsibilities. Therefore, the PAO must have the trust and confidence of the commander as well as immediate access to the commander.

c. During deployments, mobilizations, and other military operations, family members must be kept informed of their spouses' activities. Support to family members during contingency operations is critical to the morale and welfare of the soldiers and civilians in the theater of operations. Without access to information, family members will be subject to misinformation, rumor, or propaganda.

d. Well-informed employees are the foundation of our command. Information dispels rumors and instills worker confidence in his or her leaders.

e. Public affairs efforts are ineffective without the backing of the commander. Commanders must be involved in public information, command information, and community relations programs. Commanders must include public affairs in contingency and operational planning.

2-4. Chain of Command.

a. Taskings should follow the chain of command, except in the most extreme emergencies. Even then echelons that have been bypassed must be informed as soon as possible.

22 JAN 1996

IOCR 360-1

b. On the other hand, information should flow to all echelons of the command simultaneously, as needed. As an example, depot activities will forward newsclips to HQ IOC at the same time they are forwarded to the parent depot. The IOC PAO is responsible for forwarding newsclips and other information to HQ AMC, other Major Subordinate Commands, or higher echelons of command.

c. When subordinate installation PAOs are required to inform Headquarters, Department of Army (HQDA) or AMC about events or queries, or obtain guidance from them, the PAO should channel that information through the IOC PAO. If the PAO is contacted by HQDA or AMC directly, the subordinate installation PAO will inform IOC PAO of the contact.

22 JAN 1996

## Chapter 3

## PROCEDURES

3-1. Command Information.

a. Each commander is authorized to publish one newspaper. Commanders who wish to establish a newspaper must first request authority to do so from AMC Public Affairs through IOC External Affairs and must conduct a feasibility study for doing so under Civilian Enterprise contract.

b. Normally only one newspaper will be authorized at an installation. If more than one command or headquarters is collocated at an installation, the commander will publish one newspaper to cover all organizations and activities there.

(1) IOC PAO will publish the command newspaper for distribution throughout the command. (This is distinct from the Rock Island Arsenal (RIA) newspaper, published by the arsenal public affairs staff for the benefit of RIA, HQ, IOC, and personnel of other activities located on the island.)

(2) As an efficient method of information dissemination, commanders will consolidate information from various staff newsletters into the installation newspaper. Therefore, to the extent practicable, only the installation newspaper and the installation bulletin will be distributed to all personnel.

3-2. Public Affairs Guidance on Surety Matters.

a. The CDBCOM PAO is now responsible for all public affairs aspects of the toxic chemical mission, including chemical stockpile storage, demilitarization, treaty compliance, Chemical Stockpile Emergency Preparedness Program (CSEPP), and chemical exercise participation.

## b. Normal Operations.

(1) On a day-to-day basis, installation PAOs will discuss installation matters and will refer questions on chemical matters (storage, demil, treaty, CSEPP) to the chemical activity PAO or commander.

(2) Similarly, on a day-to-day basis, chemical activity PAOs will discuss all chemical matters and will refer questions which impact on the safety or environmental integrity of the installation (environmental restoration, emergency capability, etc.) to the installation PAO.



22 JAN 1996

IOCR 360-1

(3) Chemical activity PAOs will be expected to coordinate public affairs planning for chemical events with state and local officials and with the installation PAO. The installation PAO will be expected to be knowledgeable of the plans and the installation's role in the response effort.

c. Chemical Accident/Incident Response and Assistance (CAIRA) Operations.

(1) The installation PAO will be familiar with the Initial Response Force staff and thus, that individual will respond to the Emergency Operations Center and provide information to the Joint Information Center (JIC), to a media center if no JIC has been established, or to the chemical activity PAO.

(2) The chemical activity PAO will be the PAO who interfaces with the public and the media on chemical matters. That individual will establish the JIC and will respond to media and community concerns.

d. Remediation Following a Chemical Event. The installation PAO is responsible for public affairs activities during the remediation effort following a chemical event.

e. Exercises

(1) One purpose of exercises is to demonstrate proficiency to deal with a crisis. Chemical installations will demonstrate all public affairs points of review at all CSEPP exercises. Points of review are contained in the CSEPP Blue Book (Vol. II, Exercise Objectives and Point of Review, Jan 1992).

(2) Media coverage of the exercise, including a media tour is desirable. The media will be notified of the exercise in advance; if media interest warrants, there will be pre-exercise and/or post-exercise press conferences.

(3) IOC public affairs specialists are subject to being tasked to support the exercise program. The IOC PAO is authorized to task subordinate installation commanders for this support if so requested by CBDCOM.

f. Treaty Implementation

(1) The release of public information will demonstrate IOC (and applicable tenant chemical activity) compliance with treaty provisions. Both surety and non-surety installations will require plans and procedures to manage the interactions with the media and to prevent disclosure of information that could harm the U.S. position.

22 JAN 1996

(2) There will be no media or civic group participation in an on-site inspection and no PAO activity that will interfere with inspection team arrivals, departures, or other on-site inspection activities.

g. Chemical Stockpile Program Copy Points.

(1) The chemical stockpile can be safely stored almost indefinitely with proper monitoring and occasional overpacking.

(2) The chemical munitions stockpile is something to be respected, not feared.

(3) There are treaty obligations and a Congressional mandate to destroy the weapons, but the methodology is not an IOC concern.

(4) We have elaborate security precautions, some of which are obvious, which we will not discuss in detail. Our security measures address any known threat.

h. Photography/videotaping guidelines.

(1) We permit photography/videotaping by accredited media. Requests by national media must be referred through channels, but will generally be approved by the appropriate level of the Army.

(2) Photography/videotaping of storage facilities and igloo exteriors, including numbers, is permitted. Photography/videotaping of igloo and storage facility interiors is permitted, provided security measures or devices are not included.

(3) Normally, when photographs are taken of personnel with stored chemical munitions in the background, the personnel must be unmasked. Photographs of masked personnel are permitted only when the personnel are performing first-entry monitoring, containerization, or other activity requiring masks.

i. Media day. Chemical installations are encouraged to hold an annual media day to demonstrate safe stewardship of the chemical stockpile. Community leaders should be encouraged to tour the chemical limited area. Mystery through ignorance is our enemy; we must make the munitions less mysterious to the media and to the community.

j. Briefings. Army Regulation (AR) 360-5, paragraph 10-2a, requires semiannual briefings of "appropriate personnel." That phrase is defined as Surety Board members. They will be briefed on one or

22 JAN 1996

IOCR 360-1

more public affairs topics at scheduled meetings. Topics may include notification of next-of-kin, use of contingency releases, or others of general interest.

k. Applicability. Paragraphs 3-2(a) through 3-2(i) apply to all chemical installations and other entities involved in the chemical munitions program. Paragraph 3-2(j) applies to all surety sites.

### 3-3. Political Activities.

a. Command information publications will not carry partisan discussions, cartoons, editorials, or commentaries dealing with political campaigns, candidates, or issues. They will not conduct political opinion polls, surveys, or straw votes nor carry political advertising.

b. Radio and television broadcasts on the command information or training channels will not carry any partisan discussions, programs, editorials, or commentaries dealing with political campaigns, candidates, or issues. This does not restrict commercial cable that may be available on the installation, e.g., CNN (Cable News Network).

c. Army support to political meetings, ceremonies, or similar events is forbidden. Installations will not engage in or support any activities that could be interpreted as associating the installation or the Army with particular political causes or candidates. All requests for community relations support to political meetings, ceremonies, and like events, including bands, color guards, personnel, and speakers will be denied. Commanders will decline requests for support to any event with the potential for identification with or apparent association with any partisan candidate or cause.

d. Commanders and PAOs will refrain from responding to queries that are overtly political or express an opinion about political candidates, causes or parties. Speeches, articles, and public comment by military personnel in their capacity as Army representatives must not contain material that may be construed as political in nature. The established review procedures for speeches and articles for publication by military personnel must be followed (see AR 360-5, Chapter 4).

e. Use of Army facilities.

(1) Commanders should not permit the use of Army facilities by any candidate (either incumbents or new office

22 JAN 1996

seekers), members of their staffs, or their campaign representatives for political assemblies or meetings; media events; fund-raising social events for political candidates, parties, or causes, regardless of sponsorship; press conferences; or any other activity that could be construed as political in nature.

(2) Members of Congress, whether or not candidates for re-election, may visit installations to receive briefings, tours, and/or informational materials. If the candidate's official duties require a visit to an installation, the response to the request for the visit will include a reminder that the candidate may not use the visit as a campaign vehicle. Any other candidates for national office who are not Members of Congress or serving government officials may be given the same access to the installation as that to which any other member of the public is entitled.

(3) Candidates, either incumbents or new office seekers, for local or state offices may be given the same access as that to which any other member of the public is entitled.

(4) In all cases, commanders will inform candidates that while on a military installation all political activities and media events are prohibited, including on-post media coverage of the candidate's visit. If asked for the rationale for that decision, the following statement is approved for use:

"DoD policy has for many years prohibited the use of military installations for any activity that could be construed as political in nature. That includes news media coverage of any portion of a political candidate's activities while on a military installation regardless of the purpose of the visit."

(5) There are exceptions for visits by the Commander-in-Chief, the Vice President, and the Speaker of the House. If any one of those individuals is scheduled to visit an installation, the commander will contact IOC PAO for specific guidance.

(6) For purposes of this policy, a candidate is an individual who is generally recognized by the media or the public as a candidate for a partisan or nonpartisan office. This is true whether or not he has filed documents with the Federal Election Commission or with any state or local election commission officially declaring candidacy.

f. Requests for politicians to film campaign commercials in front of military equipment or facilities will be denied.

22 JAN 1996

IOCR 360-1

However, since the commander's jurisdiction ends at the installation boundary, nothing can be done to prevent candidates from filming commercials from off post.

### 3-4. Charitable Organizations.

a. Commanders hold a position of high esteem in their communities. Therefore, it is imperative that commanders not cultivate the improper impression that they, and through them the Department of the Army, favor one charitable organization over another.

b. While commanders may encourage charitable contributions in general, that encouragement should never take the form of an endorsement of a "favorite" charity. The Combined Federal Campaign (CFC) and the Army Emergency Relief are the only charitable fund-raising organizations that the Army may formally assist. The CFC was adopted to prevent Federal employees from being deluged by solicitations from charitable organizations. The CFC allows all qualifying charities equal opportunity to solicit Federal employees in a hands-off fashion. This solicitation method results in a work force free of implicit pressure to contribute.

c. Publicizing CFC in newspapers.

(1) Coverage will be limited to news and feature stories on campaigns. Coverage will provide balanced, factual accounting of the campaign's progress that includes command or installation goals. Such coverage is a normal news story. Editorials and commanders' columns will focus on the period of the campaign, the command's position, and reader participation.

(2) Use in continental United States (CONUS) newspapers of Press Pack art for CFC agencies is prohibited.

(3) The guiding principle is "no selective benefit." Nothing will be done that would advantage one charity over any other.

### 3-5 Clearance Procedures.

a. Chapter 4, AR 360-5, provides guidance on clearance of speeches, manuscripts and other information materials. This chapter provides clearance procedures within IOC.

b. Information will be cleared by the PAO at the lowest possible level of command. Only information of national or command-wide interest will be forward to IOC PAO for clearance.

22 JAN 1996

c. Contractor-operated facilities. The contracting officer will ensure that the contractor is aware of the clearance provisions in AR 360-5. Materials that the contractor proposes to release require proper clearance at the lowest level, e.g. plant commander.

d. Official information relating to the chemical mission will be released by the CBDCOM chemical activity PAO or HQ CBDCOM PAO.

e. Materials submitted to IOC PAO will contain a statement that the material has been reviewed for security, accuracy and appropriateness. (See exhibit 1).

---

EXHIBIT 1

XXXXX-XX

1 XX 1995

MEMORANDUM FOR Commander, U.S. Army Industrial Operations  
Command, ATTN: AMSIO-EA, Rock Island Arsenal, IL 61299-6000

SUBJECT: Sample Clearance Request

1. Request clearance of the enclosed paper, "The Feasibility and Efficacy of Advanced Asynchronous Burster Charges," by Richard L. Smith, project engineer.

2. An Operational Security (OPSEC) review determined it to be factual, unclassified and suitable for (please specify one): public release; release only to U.S. Government agencies and contractors; release only to DoD components; other (specify). I am aware of the hostile intelligence interest in open source publications and in the subject matter of the information I have reviewed for OPSEC purposes. I certify that, to the best of my knowledge, the net benefit of this public release outweighs the potential damage to the essential secrecy of related DoD programs of which I am aware.

G. W. James  
Colonel, Commanding

---

3-6. Public Information.

a. Release Authority. HQ, IOC PAO or higher authority will approve information about these subjects prior to public release:

22 JAN 1996

IOCR 360-1

- (1) Major construction (\$200,000 or more).
- (2) Land acquisition.
- (3) Commercial activities studies.
- (4) Planned movement of chemical surety materiel on to or off the installation.
- (5) Reorganizations, consolidations, relocations, and staffing increases involving 50 or more civilian employees.
- (6) Termination of temporary employees prior to their expiration date, reductions in force and furloughs, whatever the number of employees involved.
- (7) Significant change in troop strength within IOC.
- (8) Information about more than one IOC installation.
- (9) Release of information regarding reductions-in-force of contractor personnel at ammunition plants will be approved by the IOC chief of staff following established procedures.
- (10) Investigations and inquiries initiated by CG, IOC.

b. Commanders will inform IOC PAO of:

- (1) Any potentially dangerous or sensitive areas that may result in adverse publicity to the Army.
- (2) Any event resulting in loss of life, substantial personal injury, or major damage to property or equipment.
- (3) Visits of dignitaries when media coverage is likely.
- (4) Any FOIA request by media.

c. Budget Process. There can be no public discussion of a fiscal year's budget until the President submits it to Congress. Speculative media coverage of reductions or program cancellations may create public interest; nonetheless, all comment must be declined.

d. State of Readiness. In response to query about a higher state of readiness, reply: "We do not normally comment on readiness conditions or any changes in readiness conditions of U.S. Forces."

22 JAN 1996

### 3-7. Career Program Management.

a. The IOC PAO is the command career program manager for Career Program 22, Public Affairs. At each installation the public affairs officer will be the Program 22 installation career program manager.

b. Commanders will inform IOC PAO of any GS-1035-11 or GS-1035-9 vacancy, so that any required intern placement may be made.

c. Public affairs officers are key staff members; therefore, the IOC PAO will be consulted in the selection of installation PAOs.

d. The rater of any centrally-funded public affairs intern will be the installation PAO. The intermediate rater will be the IOC PAO. The senior rater will be the installation PAO's rater. All intern training plans must be approved by the IOC PAO.

### 3-8. Chain of Command Photographs.

a. IOC installations and activities may maintain one chain of command photograph display. Directorates are not permitted to maintain a chain of command display. The displays will include 8x10 color prints of the following individuals only:

- (1) The Commander-in-Chief
- (2) The Secretary of Defense
- (3) The Secretary of the Army
- (4) The Chief of Staff of the Army
- (5) The AMC Commanding General
- (6) The IOC Commanding General
- (7) The installation or activity commander or director
- (8) The subinstallation commander, if applicable (for example, the depot activity commander)

b. Installations and activities may obtain photographs (1) through (5) from the Pentagon Audio-Visual Library, DSN 225-6934, commercial (703) 695-6934.



22 JAN 1996

IOCR 360-1

c. The IOC PAO will provide one print of the IOC CG to each IOC installation and activity for display purposes.

d. The IOC PAO will distribute additional photographs of the IOC CG and Deputy Commanding General for command information and public information use.

22 JAN 1996

## Chapter 4

## INTERNET

4-1. Definition. The Internet World Wide Web is a system that allows personal computers to use information residing on distant file servers. With hypertext, Internet users can rapidly move from one Web site to another.

4-2. General Policy.

a. Publishing Army information on electronic World Wide Web (WWW) home pages is a public release of information and must comply with the established policy for clearing the specific information in question. Persons wishing to release Army information must first ensure that they have public release authority.

b. When information is to be published on a WWW home page, the individuals providing the information or access to the information must ensure the information is properly cleared before release.

4-3. Responsibilities.

a. The U.S. Army Industrial Operations Command (IOC) Deputy Chief of Staff for Information Management (DCSIM) will:

(1) Provide technical guidance and procedures for use of the Internet and WWW within IOC.

(2) Maintain the IOC home page. This Command's Web site is: <http://www-ioc.army.mil>.

(3) Monitor IOC installation and activity home pages for compliance with technical guidance.

b. The IOC Public Affairs Office (PAO) will:

(1) Provide guidance on release of material to the Internet.

(2) Be the release authority for the IOC home page.

22 JAN 1996

IOCR 360-1

(3) Monitor IOC installation and activity home pages for compliance with this directive.

c. The IOC Office of Counsel and Deputy Chief of Staff for Industrial Risk will, upon request, provide legal and security review for materials before publication on the home page.

d. Installation and activity commanders may develop and maintain a home page.

(1) Any installation/activity Web site will have a hypertext link to the IOC Web site. The IOC Web site will have a hypertext link to the installation/activity Web site.

(2) All home pages will register with and maintain an upper-level hyperlink pointer to the Army home page.

(3) Since the Web site provides public access to information, the installation/activity public affairs officer (PAO) will clear all information posted on the home page. Legal and security review will be performed as needed before posting the information.

(4) Each Web site should establish a method for tracking how many "hits" it receives and to receive questions and comments from users. Additionally, each Web site should provide the electronic mail address of the PAO and the electronic mail address of the business office so that requests for additional information may be directed to them. Normally, business contacts would be made to the business office and journalists or public contacts would be to the PAO.

(5) Commanders will notify IOC Deputy Chief of Staff for Information Management when establishing a home page.

#### 4-4. Guidance.

a. Only publicly releasable information will be placed on the Internet. The following types of information will not be placed on the Internet under any circumstances:

22 JAN 1996

- (1) Classified Information.
- (2) Privacy Act Information.
- (3) For Official Use Only Information.
- (4) Unclassified Information that requires special handling, e.g., encrypt for transmission only.
- (5) Information exempt from the Freedom of Information Act.

b. All servers connected to the Internet must obtain Designated Approving Authority (DAA) authorization.

c. The following must be accomplished to establish a WWW home page:

(1) All servers establishing a home page will be accredited IAW AR 380-19.

(2) Any servers with a WWW in place and not in their approved accreditation, at a minimum, must generate an update to the existing WAN/LAN accreditation.

(3) Each Web Server will be administered by a single individual, the Web Server Administrator, designated by the DAA in writing.

(4) All information placed on a home page must have approval from the appropriate release authority. The Web Server Administrator must confirm and acknowledge receipt of release authority before information is placed on the home page.

(5) All information placed on any Web Server, directly or indirectly connected to the Internet, is presumed accessible by the public. Therefore, the Web Server Administrator will only process information approved for release.

(6) A "Warning Banner" is required for all home pages.

(7) Web Server Administrators will: Trouble-shoot problems and test to make sure everything works; verify accuracy and completeness before information is put on the WWW; release no information until confirmation of clearance approval.

22 JAN 1996

IOCR 360-1

d. Software downloaded from sources other than the Department of Defense will not be installed on a Government computer system without prior approval from the accrediting authority and the local information management office. In addition, to protect against downloading viruses, all files will be downloaded to a floppy disk and scanned using an approved anti-virus software before use. If files are compressed, a second check of the decompressed files will be performed.

e. Government-provided hardware and software are for official Government business only. Using the Internet for nonofficial purposes is not authorized and may result in administrative or criminal adverse actions.

f. An additional warning banner will be installed on all computer systems notifying users that use of this system constitutes consent to security testing and monitoring.

g. Access to network terminal servers from home or temporary duty locations will be limited to official business only. Authorized network users will not use Government-owned network servers to access the Internet or commercial vendors for personal use.

h. Links embedded in home pages will point only to appropriate materials or sites.

i. All files to be uploaded to or from the Internet will be scanned for viruses before posting.

j. Web storage areas and home page files will be maintained by periodically changing or deleting obsolete material. All pages will have a publication date.

k. Copyrights, registered trademarks, and intellectual property rights will be respected.

4-5. Defense policy. Defense policy is stated in Deputy Secretary of Defense memo, 17 Feb 95, subject: Clearance Procedures for Making Electronic Information Available to the Public.

22 JAN 1996

"Recent achievements in electronic transmission of information have provided the Department of Defense with quick and easy mechanisms to communicate with the general public, and vice versa. The proliferation of electronic bulletin boards, combined with the growth of the INTERNET, allows organizations throughout the Department of Defense to place information on computer servers which can be easily and legally accessed by the public. This capability provides the public with an electronic avenue to the Department of Defense. The volume of information which could potentially be made available over this world-wide network is enormous.

While this ability does a great deal to promote the President's theme of openness in government, great care must be taken to ensure that only properly reviewed and cleared information is placed on electronic systems accessible by the general public, inclusive of replies by electronic mail.

The purpose of this memorandum is to ensure that addressees establish procedures for clearing electronic copies of information, which are in consonance with procedures already in place for clearing hard copy information. Provisions of DoD Directive 5230.9, Clearance of DoD Information for Public Release, April 2, 1982, must be satisfied prior to making any information available to the public, whether it be for placement on a publicly accessible computer server, or, in response to electronic mail queries from the general public.

signed John M. Deutch "

22 JAN 1996

IOCR 360-1

Appendix A

REFERENCES

AR 1-20, Legislative Liaison

AR 50-5 Nuclear Surety

AR 50-6, Chemical Surety Program

AR 360-5, Public Information

AR 360-61, Community Relations

AR 360-81, Command Information

AR 500-50, Civil Disturbances

AR 530-1, Operations Security

AR 600-29, Fund-Raising Within the Department of the Army

DA Pam 25-91, Visual Information Procedures

DA Pam 360-3, Army Hometown News Program

DOD 5500.7-R, Joint Ethics Regulation

AR 380-19, Information Systems Security

AR 530-1, Operational Security

Deputy for the Secretary of Defense memo, 17 Feb 95,  
Clearance Procedures for Making Electronic Information  
Available to the Public

HQDA, SAIS-ZA, message 081630Z Mar 95, The Army Presence on the  
INTERNET World Wide Web

22 JAN 1996

IOCR 360-1

## Appendix B

### SUPERSESSIONS

This regulation supersedes the following publications and policy memoranda:

AMCCOM Reg 360-1, 23 Mar 92, Review of Information for Public Release

DESCOM Suppl 1 to AR 360-5, 24 Aug 90, Public Information

AMSDS-PA memo, 10 Nov 93, Public Affairs Policy on Chemical Exercises

AMSDS-PA memo, 4 Nov 93, Establishment of Army Newspapers

AMSDS-PA memo, 14 Sep 93, Photographs of Personnel with Stored Munitions

AMSDS-PA memo, 8 Jul 93, Public Affairs Policy on Chemical Munitions

AMSDS-PA memo, 11 Jan 93, Public Affairs Policy for Exercises

AMSDS-PA memo, 20 Oct 92, Public Affairs Guidance for Publicizing Combined Federal Campaign (CFC) in Command Newspapers

AMSIO-EA memo, 23 Oct 95, Worldwide Web Sites on Internet